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4 October 1961

OFFICE OF SECURITY DIRECTIVE No. 61-6

FOR : Deputy Directors, Division and Staff Chiefs

STATINTL SUBJECT: HHB [REDACTED] Employee Conduct

STATINTL REFERENCE: HN [REDACTED] Employee Conduct

1. Reference is made to the Foreword signed by the DCI in subject handbook which requires that it be brought to the attention of all new employees and that supervisors shall insure its review by all employees under their jurisdiction on at least a semi-annual basis.

2. The requirement for new employees will be implemented by the Office of Personnel.

3. You are directed to have each employee under your jurisdiction read subject Handbook at this time. Additional copies will be supplied you to facilitate this action. You should accomplish this by a roster check list to insure that all your personnel comply and no one absent on TDY or leave is omitted.

4. Upon completion of the action directed in paragraph 3 above, but not later than 31 October 1961, you shall notify the Executive Officer in writing of the accomplishment or status of this project in your component. This procedure will be repeated on a semi-annual basis upon direction.

[REDACTED]
Acting Director of Security

STATINTL

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